

MAY 1 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Office of the Deputy Chief of Staff, G8 Policy Statement Number 7 - Training

1. This policy statement establishes guidance, responsibilities and procedures for planning and requesting training for ODCS G8 personnel. All employees are encouraged to seek training opportunities, to expand their skills, and to obtain professional certification.

2. Responsibilities:

a. Supervisors will develop Individual Training Plans (ITPs) in cooperation with each subordinate. This plan should include all previous training and short and long term training requirements. Supervisors will provide input and requirements to the division Annual Training Plan (ATP) in support of their subordinates' ITPs.

b. Division Chiefs will assess training needs for all subordinates and develop an ATP, prioritize training within the division, and allocate funding from the operating budget. Division Chiefs will manage workload to ensure all employees have the opportunity to attend training.

c. The Career Program Administrator, in consultation with the CP-11 and CP-26 Career Program Managers, will recommend prioritization of nominations for courses likely to be attended by ODCS G8 personnel. Courses include but are not limited to the Army Comptroller Course, Professional Resource Management Course, Professional Military Comptroller School, the Advanced Resource Management Course, the Army Comptrollership Program, Graduate Cost Accounting Program, and Manpower and Force Management courses. The CP Administration will also schedule and coordinate on-site training and professional development courses.

d. The Civilian Personnel Liaison will review the ATP from each division in order to determine if training requests are appropriate given an employees length of service and previous training.

3. The Career Program Administrator, Catherine Hammond, is the POC for this memorandum at 370-8899.



WILLIAM H. CAMPBELL III
Deputy Chief of Staff, G8

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1 Each Division